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Proposed programme budget for the biennium 1996-1997*

Part VII Public information

Section 25
Public information

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* The present document contains section 25 of the proposed programme budget for the biennium 1996-1997. The complete proposed programme budget will subsequently be issued in final printed form as *Official Records of the General Assembly, Fiftieth Session, Supplement No. 6* (A/50/6/Rev.1).

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Part VII
Public information

Section 25
Public information

Overview

25.1 The activities proposed in this section correspond to programme 38, Public information, of major programme VIII, as well as to elements relating to library and certain publishing services of programme 39, Conference and library services, of major programme IX of the medium-term plan for the period 1992-1997, as revised (A/47/6/Rev.1 and A/49/6 (sect. 25)). As mandated by General Assembly resolution 13 (I), of 13 February 1946, the Department of Public Information strives to promote an informed understanding of the work and purposes of the United Nations among the peoples of the world, through the media, non-governmental organizations, educational institutions and other channels of public information.

25.2 In view of the increasing challenges before the Organization and the imperative to communicate effectively and with clarity the evolving message of the United Nations, the Department of Public Information, during the biennium 1994-1995, sharpened its focus on selected key issues of global concern to Member States, established stronger links with diverse media and other redisseminators around the world in order to reach wider audiences, and improved programme delivery. In an effort to reconcile growing information needs with reduced resources, the Department has worked to deploy its staff more effectively, increase the use of modern technologies and strengthen its professional credibility in a highly competitive communications environment. The Department has undertaken restructuring measures aimed at consolidating and streamlining its activities at Headquarters and in the field through its network of information centres and services.

25.3 For the biennium 1996-1997, the Department is developing and will implement comprehensive and coherent information strategies and programmes to generate support for the objectives and activities of the United Nations, as well as establishing feedback mechanisms to gauge the usefulness of its information materials and services to the targeted audiences. Given the restraints on mass production and conventional distribution of information materials, and in view of the rapid development of new technologies, emphasis continues to be placed on the dissemination of information through electronic networks and databases.

25.4 The implementation of the programme in the biennium is expected to result in the enhancement of the image of the Organization and an informed understanding of its goals and capabilities in carrying out new tasks mandated by the General Assembly and directed by the Secretary-General.

25.5 The proposed programme budget, therefore, reflects a further streamlined departmental structure of six divisions and offices, as follows:

(a) The Office of the Assistant Secretary-General, in addition to assisting the Assistant Secretary-General to manage the Department and attend to substantive matters, monitors and evaluates the work of the Department and provides secretariat services to the Committee on Information, the Joint United Nations Information Committee and the Publications Board. The Executive Office, which is part of the Office of the Assistant Secretary-General, provides administrative, financial and personnel support to the Department;

(b) The Office of the Spokesman for the Secretary-General is responsible for managing the Secretary-General's media-related activities and conducting daily briefings for correspondents and members of permanent missions;

(c) The Media Division is responsible for the production and distribution of information materials, including press releases, electronic news bulletins, magazines and features, and photo and video coverage, for media accreditation and for the added functions of news and documents distribution;

(d) The Library and Publications Division is responsible for directing the policies of the Dag Hammarskjöld Library, including coordination and cooperation with other United Nations system and depository libraries to widen its outreach potential; the planning and management of recurrent publications, including the *Yearbook of the United Nations*, to promote priority themes, as well as the management of the *Africa Recovery* publications and certain other specific editorial functions, and directing the graphic presentation and cartographic services;

(e) The Promotion and Public Services Division, formerly the Promotion and External Relations Division, is responsible for the development of thematic information and promotion products, strategies and programmes, and outreach activities to non-governmental organizations, other institutions and visitors to the United Nations. The public service functions have been upgraded and combined with the non-governmental organization liaison functions to form the new Public Services Section, and the planning and special programmes and exhibit functions are carried out in the new Information and Planning Service of the Division;

(f) The Information Centres Service reports directly to the Assistant Secretary-General in order to provide rapid and efficient substantive programme guidance to the network of information centres and services.

25.6 The Committee on Information, which meets once a year, is responsible for overseeing the work of the Secretariat carried out under major programme VIII, Public information, and other subprogrammes relating to public information. The Committee on Conferences, which also meets once a year, is responsible for monitoring the policy of the Organization on publications. In accordance with General Assembly resolution 43/222 B of 21 December 1988, the Committee on Conferences exercises that role with the assistance of the Publications Board, taking into account the position adopted by the Committee on Information and other relevant bodies.

25.7 The budget proposals for the Department of Public Information reflect a net negative growth rate of 3 per cent. The overall level of resources, as indicated in table 25.3, reflects, *inter alia*, the abolition of 12 Professional level posts (6 P-4/3 and 6 P-2/1 posts) and one General Service post in connection with the elimination of resources appropriated for activities relating to apartheid and the surrender of one D-1 post assigned to the Secretariat of the United Nations Fiftieth Anniversary. In that regard it is proposed that one General Service post transferred to the Department of Public Information from the Executive Office of the Secretary-General in 1994-1995 for activities related to the fiftieth anniversary be returned. In addition, it is proposed to convert 10 Local level posts to the National Officer category in order to strengthen the performance and effectiveness of the United Nations information centres. The overall level of resources also includes reductions in the amount of $725,500 for other staff costs, $426,100 for travel, $191,400 for contractual services, $84,300 for supplies and materials, $15,100 for furniture, $620,300 for equipment and $202,400 for fellowships, grants, contributions; and growth in the amount of $74,600 for general operating expenses.

25.8 The estimated percentage distribution of the total resources of the Department of Public Information in 1996-1997 would be as follows:

	Regular budget	Extra-budgetary
	(percentage)	
Executive direction and management	2.3	—
Programme of work	93.9	100.0
Programme support	3.8	—
Total	**100.0**	**100.0**

25.9 Within the programme of work, the approximate percentage distribution of resources among subprogrammes would be as follows:

	Regular budget	Extra-budgetary
	(percentage)	
Subprogramme 1 Promotional services	37.3	100.0
Subprogramme 2 Information services	43.8	—
Subprogramme 3 Library information services	18.9	—
Total	**100.0**	**100.0**

Table 25.1 **Summary of requirements by programme**
(Thousands of United States dollars)

(1) *Regular budget*

Programme	1992-1993 expenditures	1994-1995 appropriations	Resource growth		Total before recosting	Recosting	1996-1997 estimates
			Amount	Percentage			
(a) Department of Public Information, Headquarters	80 233.5	83 128.3	(3 588.9)	(4.3)	79 539.4	4 121.8	83 661.2
(b) Information Service, Geneva	5 851.7	6 580.8	623.7	9.4	7 204.5	457.3	7 661.8
(c) Information Service, Vienna	1 898.7	2 130.9	(20.0)	(0.9)	2 110.9	237.9	2 348.8
(d) United Nations information centres	29 296.6	32 814.7	477.6	1.4	33 292.3	5 473.3	38 765.6
(e) Special conferences	345.6	1 963.3	(1 543.3)	(78.6)	420.0	20.2	440.2
(f) Programme support: departmental administration	4 557.5	4 824.6	(20.5)	(0.4)	4 804.1	230.0	5 034.1
Total	**122 183.6**	**131 442.6**	**(4 071.4)**	**(3.0)**	**127 371.2**	**10 540.5**	**137 911.7**

(2) *Extrabudgetary resources*

1992-1993 expenditures	1994-1995 estimates	Source of funds	1996-1997 estimates
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
		(ii) Extrabudgetary activities	
—	32.0	Support to extrabudgetary substantive activities	—
—	179.4	Peace-keeping operations	—
		(b) Substantive activities	
33.2	950.0	Trust Fund for the Fiftieth Anniversary Celebrations	—
313.0	300.0	Trust Fund for Economic and Social Information	300.0
63.1	94.5	Trust Fund for Jointly Financed Information Projects	63.0
2 964.4	2 599.0	*Development Forum* Trust Fund	2 700.0
207.9	172.0	Trust Fund for Expanding Public Information Activities in Japan	172.0
14.1	—	Trust Fund for the Oral History of the United Nations	—
542.7	—	Trust Fund for the Taejon International Exposition (1993)	—
—	167.0	Trust Fund for the Interest on the Contribution to the United Nations	—
—	32.0	Trust Fund for International Cooperation and Development	—
435.3	454.0	Trust Fund for Information Support for African Economic Recovery and Development	228.1
30.2	34.1	Voluntary Fund for the International Year of the Family	—
1 317.5	1 300.0	Ad hoc host government contributions	1 300.0
—	—	(c) Operational projects	—
5 921.4	**15 314.0**	**Total**	**4 763.1**
128 105.0	**146 756.6**	**Total (1) and (2)**	**142 674.8**

Table 25.2 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	1992-1993 expenditures	1994-1995 appropriations	Resource growth		Total before recosting	Recosting	1996-1997 estimates
			Amount	Percentage			
Posts	86 484.5	96 727.2	(1 880.9)	(1.9)	94 846.3	7 981.8	102 828.1
Other staff costs	4 013.5	2 468.9	(725.5)	(29.3)	1 743.4	119.5	1 862.9
Consultants and experts	0.4	—	—	—	—	—	—
Travel	1 449.9	1 745.6	(426.1)	(24.4)	1 319.5	98.3	1 417.8
Contractual services	14 113.1	13 663.3	(191.4)	(1.4)	13 471.9	823.8	14 295.7
General operating expenses	7 666.1	9 242.1	74.6	0.8	9 316.7	1 002.9	10 319.6
Supplies and materials	3 986.0	3 797.8	(84.3)	(2.2)	3 713.5	267.2	3 980.7
Furniture	—	216.0	(15.1)	(6.9)	200.9	25.4	226.3
Equipment	3 826.7	3 068.0	(620.3)	(20.2)	2 447.7	206.3	2 654.0
Fellowships, grants, contributions	643.4	513.7	(202.4)	(39.4)	311.3	15.3	326.6
Total	**122 183.6**	**131 442.6**	**(4 071.4)**	**(3.0)**	**127 371.2**	**10 540.5**	**137 911.7**

(2) *Extrabudgetary resources*

1992-1993 expenditures	1994-1995 estimates	Object of expenditure	1996-1997 estimates
2 711.9	2 919.6	Posts	2 177.2
506.7	894.4	Other staff costs	305.5
—	121.5	Consultants and experts	—
300.2	246.6	Travel	43.0
1 186.1	9 855.6	Contractual services	1 052.0
1 089.6	1 088.5	General operating expenses	1 050.0
81.2	99.7	Supplies and materials	89.7
7.9	7.8	Furniture	7.8
37.8	80.3	Equipment	37.9
Total	**5 921.4**	**15 314.0**		**4 763.1**
Total (1) and (2)	**128 105.0**	**146 756.6**		**142 674.8**

Table 25.3 **Post requirements**

Programme: Public information

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997
Professional category and above								
ASG	1	1	—	—	—	—	1	1
D-2	4	4	—	—	—	—	4	4
D-1	21	20	—	—	—	—	21	20
P-5	46	46	—	—	2	—	48	46
P-4/3	165	159	—	—	4	2	169	161
P-2/1	66	60	—	—	—	—	66	60
Total	**303**	**290**	**—**	**—**	**6**	**2**	**309**	**292**
General Service category								
Principal level	10	10	—	—	—	—	10	10
Other levels	260	258	—	—	11	10	271	268
Total	**270**	**268**	**—**	**—**	**11**	**10**	**281**	**278**
Other categories								
Local level	224	214	—	—	27	27	251	241
National Officer	40	50	—	—	—	—	40	50
Total	**264**	**264**	**—**	**—**	**27**	**27**	**291**	**291**
Grand total	**837**	**822**	**—**	**—**	**44[a]**	**39[b]**	**881**	**861**

[a] Includes one P-5 post in support of peace-keeping operations; one P-5 post funded from the Trust Fund for the Fiftieth Anniversary Celebrations; one P-4 post funded from the Trust Fund for Information Support for African Recovery and Development; one P-4 and one General Service post funded from the Trust Fund for International Cooperation and Development; 12 posts from the *Development Forum* Trust Fund (1 P-4, 1 P-3 and 12 General Service posts), and 27 Local level posts from ad hoc host government contributions.

[b] Includes 12 posts from the *Development Forum* Trust Fund (1 P-4, 1 P-3 and 10 General Service posts) and 27 Local level posts from ad hoc host government contributions.

A. Programme of work

25.10 The programme of work to be undertaken during the biennium 1996-1997 is presented below with the three subprogrammes: promotional services, information services and library information services. The description of the activities to be implemented is followed by the acronym of the implementing office: Office of the Assistant Secretary-General (OASG), Media Division (MD), Library and Publications Division (LPD), Promotion and Public Services Division (PPSD), United Nations Information Service at Geneva (UNIS/GVA), United Nations Information Service at Vienna (UNIS/VIE) and United Nations information centres (UNICs).

Subprogramme 1
Promotional services

25.11 Promotional services continue to play a prominent role in furthering the major objectives of the United Nations and creating an informed public understanding of its work. With those objectives in mind, a concerted programme of thematically integrated information has been executed with the help of key redisseminators, namely, the media, non-governmental organizations, educational institutions and government agencies. In that context, the activities of United Nations information centres, the Department's public information programmes in support of major United Nations conferences, peace-keeping and humanitarian operations, the maintenance of regular magazine and feature programmes for television and radio, and the production of a variety of important publications have all contributed substantially to creating such an understanding in all regions of the world.

25.12 The focus of the subprogramme during the biennium will be on the complex United Nations role in the areas of peace and security, human rights and humanitarian assistance and the ongoing debate on economic and social development issues. The ultimate goal is to enhance the image of the United Nations as an efficient and effective organization capable of making a substantial contribution to international understanding on a wide variety of issues and meeting the challenges posed by a rapidly changing international environment.

Activities

1. International cooperation

External relations. Activities with non-governmental organizations, including:

(i) Organization of an annual three-day conference for non-governmental organizations world wide on a major issue before the United Nations, and publication in English and French of the conference programme, the final report and an executive summary (PPSD, UNICs);

(ii) Organization of weekly briefings and information programmes for non-governmental organizations on issues before the United Nations, including publication of schedules and summaries (PPSD);

(iii) Organization of an annual two-day orientation course for newly accredited non-governmental organizations (PPSD);

(iv) Organization of a biennial two-day workshop for editors of major non-governmental organization publications (PPSD, UNICs);

(v) Maintaining an information resource centre for non-governmental organizations at Headquarters (PPSD);

(vi) Provision of accreditation for non-governmental organizations seeking consultative status with the Organization (PPSD);

(vii) Update and production of an NGO Information Brochure, the annual directory *NGOs Associated with the DPI* and the *NGO Operational Manual* (PPSD);

(viii) Organization in cooperation with United Nations information centres and major national or regional non-governmental organizations of a biennial regional two-day conference of non-governmental organizations (PPSD, UNICs).

2. Parliamentary services

Parliamentary documentation. Annual report on questions relating to information and other reports on the work of the Department as requested by the General Assembly (OASG).

3. Information materials and services

(a) *Institutional promotion*

(i) Booklets, pamphlets, fact sheets, wall charts, information kits

a. Publication in official and other languages of the annual report of the Secretary-General on the work of the Organization (PPSD, UNICs);

b. Publication in official languages of the *Blue Book Series* on major issues before the Organization containing principal United Nations documentation and an introduction by the Secretary-General (PPSD, LPD);

c. Production in official languages of *UN Chronicle*, a quarterly magazine on the activities of United Nations legislative bodies, activities of the Organization in the field and on United Nations system activities (LPD);

d. Production in English of the *Yearbook of the United Nations*, covering 1995 and 1996 (LPD);

e. Production in English of *Development Business*, a twice-monthly procurement publication to promote the Organization's development agenda, and provision of an on-line computer service, Scan-a-Bid (LPD);

f. Production in official and other languages where feasible of the bi-annually updated *Basic Facts about the United Nations* 1997 (PPSD, UNICs);

g. Production in the six official and other languages of *United Nations in Brief* on the structure and the activities of the Organization (PPSD, UNICs);

h. Production in official languages of the annual resource guide *Notes for Speakers* (PPSD);

i. Production in official languages of the annual *General Assembly Press Kit* (PPSD, UNICs);

j. Reprints as required in official and other languages of the *Charter of the United Nations* (PPSD, UNICs);

k. Provision of design and mechanical artwork as well as production coordination for recurrent and non-recurrent publications (LPD);

(ii) Special events. Organization of the annual concert in the General Assembly Hall to celebrate United Nations Day, and production of an audiovisual tape for rebroadcast by television organizations (MD);

(b) *Peace, security and disarmament*

(i) Books, pamphlets, fact sheets, wall charts, information kits

a. Production throughout the biennium in official languages of a series of information kits, background and feature articles on peace-keeping operations and other issues related to peace, security and disarmament (PPSD, UNICs);

b. Publication in official languages of four issues of *Peace-keeping Information Notes* containing detailed information on peace-keeping and political missions (PPSD);

c. Update and publication in the six official languages of the booklet *United Nations Peace-keeping* 1996 (PPSD);

d. Update and publication in official languages of the *Wall chart on peace-keeping and other political missions* 1997 (PPSD);

e. Publication in French of the 1995 issue of ***Blue Helmets*** in 1997 and in Spanish if feasible (PPSD);

f. Publication in English and French of a pamphlet on current issues in the field of disarmament 1997 (PPSD);

(ii) Films and videotapes. Co-production in Arabic, English, French and Spanish of a 30-minute video documentary relating to main aspects of the Agenda for Peace and preventive diplomacy in action, including the promotion of democracy and the provision of electoral assistance (MD);

(iii) Radio broadcasts and tapes of news, documentary and feature programmes. Production of radio documentaries, interviews and news programmes to highlight the activities and achievements of the United Nations in the area of peace-keeping and peace-building (MD);

(iv) Guided tours, lectures and seminars. Organization of an international media encounter on cooperation between the United Nations and regional organizations in the fields of peace-keeping and peacemaking (PPSD, UNIS/VIE);

(c) *The question of Palestine*

(i) Booklets, pamphlets, fact sheets, wall charts, information kits

a. Reprint in the six official languages and in German of the 1991 poster on Palestine in 1997 (PPSD);

b. Update, expansion and reprint of the booklet *For the Rights of the Palestinians - The Work of the Committee on the Exercise of the Inalienable Rights of the Palestinian People* in 1996 (PPSD);

(ii) Radio broadcasts and tapes of news, documentary and feature programmes: production in Arabic, English, French and Spanish of a series of radio documentary/feature programmes on issues relating to the inalienable rights of the Palestinian people (MD);

(iii) Guided tours, lectures and seminars

a. Organization in 1996 of an international journalists' encounter on the inalienable rights of the Palestinian people and the progress achieved in the peace process, and production of a booklet on the event (PPSD, UNICs);

b. Organization of two journalists' missions to the Middle East to assess the progress of the peace process and the needs of the Palestinian people (PPSD, UNICs);

c. Organization of an internship programme for Palestinian journalists at United Nations Headquarters (PPSD);

(d) *Self-determination and decolonization*

Booklets, pamphlets, fact sheets, wall charts, information kits. Publication throughout the biennium in official languages of four United Nations focus articles on developments concerning Non-Self-Governing Territories (PPSD);

(e) *Human rights*

(i) Booklets, pamphlets, fact sheets, wall charts, information kits

a. Reprints throughout the biennium in popular formats of the full texts with an introductory explanation of United Nations human rights instruments (PPSD);

b. Update and reprint of the *Wall chart on United Nations human rights mechanisms* 1996 (PPSD);

c. Production of a poster on the Decade for Human Rights Education, the Decade of the World's Indigenous People and the Third Decade to Combat Racism and Racial Discrimination (PPSD);

d. Production throughout the biennium of a series of feature articles, backgrounders and fact sheets on human rights issues (PPSD);

(ii) Exhibits and other visual materials. Production in 1996 of a major exhibit on the Decade for Human Rights Education at Headquarters (PPSD);

(iii) Films and video tapes. Co-production in Arabic, English, French and Spanish of a 30-minute video documentary reflecting new dimensions of United Nations human rights activities (MD); and preparation and placement in international media throughout the biennium of public service announcements on United Nations human rights decades (PPSD);

(iv) Radio broadcasts and tapes of news, documentary and feature programmes. Production of radio documentaries on the issue of respect for human rights and the activities of various bodies of the United Nations in that respect (MD);

(v) Guided tours, lectures and seminars. Organization of an international journalists' encounter on key human rights issues and the role of the United Nations, with the participation of the United Nations High Commissioner for Human Rights and other experts (PPSD, UNICs);

(f) *Economic and social development*

(i) Books, pamphlets, fact sheets, wall charts, information kits

a. Publication in official and other languages of *Agenda for Development* 1996 (PPSD, UNICs);

b. Production of *Development Update*, a bi-monthly publication on major United Nations development events and issues (PPSD);

c. Production of a special information kit on the International Year for the Eradication of Poverty (PPSD);

d. Production of an illustrated booklet on the results of major United Nations conferences held during the previous five years on development and related issues (PPSD);

e. Reprints throughout the biennium in popular formats of the full texts with an introductory explanation of United Nations instruments relating to several development issues, such as ageing, youth, disability, crime prevention and drug control (PPSD);

f. Reprints throughout the biennium in popular formats of the full texts with an introductory explanation of United Nations instruments relating to the advancement of women (PPSD);

g. Production throughout the biennium of a series of feature articles, backgrounders and fact sheets on economic and social development issues (PPSD, UNICs);

h. Production throughout the biennium of a series of briefing papers on the implementation of Agenda 21 and on other sustainable development issues (PPSD);

i. Production of a special information kit on the occasion of the 1997 General Assembly review of the agreements reached at the United Nations Conference on Environment and Development (PPSD);

j. Production throughout the biennium of a series of feature articles, backgrounders and fact sheets relating to the advancement of women (PPSD);

(ii) Exhibits and other visual materials. Production of an exhibit on the theme of the United Nations Conference on Human Settlements (Habitat II) (PPSD);

(iii) Films and video tapes. Co-production in Arabic, English, French and Spanish of a 30-minute video documentary relating to the main themes to be addressed at Habitat II (MD);

(iv) Radio broadcasts and tapes of news, documentary and feature programmes

a. Production in English of a weekly 15-minute radio programme on the advancement of women (MD);

b. Production in Arabic, French and Spanish of a series of 24 radio programmes on the advancement of women (MD);

c. Production of radio documentaries on issues relating to sustainable development and efforts of the United Nations to further sustainable development (MD);

d. Production of radio documentaries on issues relating to the balance between population growth and development needs in support of the Programme of Action of the International Conference on Population and Development (MD);

e. Production of radio documentaries on issues of organized crime, drug trafficking and drug abuse to create awareness of the inherent dangers to the international community, in particular to the younger generation (MD);

f. Production of documentary programmes assessing the progress achieved in the economic and social recovery of the African continent, the obstacles encountered and the prospects for further progress (MD);

g. Production of radio documentaries examining problems relating to human settlements in support of the objectives of Habitat II (MD);

(v) Guided tours, lectures and seminars. Organization of an international journalists' encounter on issues relating to the Agenda for Development, the International Year for the Eradication of Poverty and the role of the United Nations in development (PPSD);

(g) *Communication strategies*

(i) Booklets, pamphlets, fact sheets, wall charts, information kits. Production in English and French of a bi-annually updated *Information Guide* on the United Nations system (PPSD); identification and cooperation with external publishers for the publication of United Nations information materials in as many languages as possible (LPD);

(ii) Exhibits and other visual materials. Organization of temporary exhibits at Headquarters throughout the biennium in collaboration with United Nations agencies and programmes (PPSD);

(iii) Guided tours, lectures and seminars. Organization throughout the biennium of briefings for and co-sponsored projects with educational publishers and broadcasting organizations to highlight priority issues before the Organization (PPSD/UNICs); and organization of an annual six-week training programme for broadcasters and journalists from developing countries and Headquarters (PPSD, UNICs);

(iv) Special events

a. Organization with specialized agencies, United Nations programmes and substantive departments throughout the biennium of special events, multimedia campaigns, co-sponsored publications, educational projects, seminars and special meetings to highlight priority issues before the Organization and United Nations commemorations (PPSD/UNICs);

b. Organization with external partners throughout the biennium of special events, multimedia campaigns, co-sponsored publications, educational projects, services and special meetings to highlight priority issues before the Organization and United Nations commemorations (PPSD/UNICs);

c. Preparation of proposals for and carrying out of evaluation projects on the Department's outputs and activities upon instructions by the Assistant Secretary-General (OASG);

(h) *Services to visitors*

(i) Guided tours, lectures and seminars

a. Organization and coordination of the guided tours programme at Headquarters, the Palais des Nations at Geneva and the Vienna International Centre (PPSD, UNIS/GVA, UNIS/VIE);

b. Production of basic information materials on the Organization and its work (PPSD, UNIS/GVA and UNIS/VIE);

c. Preparation, in cooperation with other departments, United Nations programmes and agencies, of responses to queries received from visitors and by mail on issues of interest to the public (PPSD, UNICs);

(ii) Exhibits and other visual materials. Updating exhibits and visual materials on the guided tour routes in terms of style and content (PPSD, UNIS/GVA).

4. *Coordination, harmonization and liaison*

Participation at the annual meetings of the Joint United Nations Information Committee on planning and implementation of system-wide information programmes and projects of common interest (PPSD).

Subprogramme 2
Information services

25.13 Information services continue to focus on meeting the increasing needs of the media, both at Headquarters and at the local level, for timely, comprehensive, balanced and reliable accounts of the proceedings of meetings of United Nations organs and major important United Nations conferences, as well as of activities of the Organization and the Secretary-General. Coverage of United Nations meetings and events at Headquarters and abroad, and the production and distribution of related information material on print, radio and video are essential services aimed at providing the latest available information to the media in order to sustain and increase public interest in and knowledge of United Nations affairs. The expanded use of electronic technologies for storage and dissemination has made information material accessible world wide to larger audiences than ever before. Although the subprogramme's activities are of a continuing, news-oriented nature, increases in television coverage and the development and utilization of state-of-the-art communication technologies, such as the electronic transmission of text material and the digital transmission of audio material, have enhanced the impact of its implementation. The subprogramme is also aimed at ensuring that the Secretary-General and senior officials of the Organization are kept informed of international situations and trends.

Activities

1. International cooperation

External relations

(i) Provision of daily press briefings for accredited correspondents at United Nations Headquarters, followed by special briefings for delegation press officers (OASG);

(ii) Provision of media liaison and organization of press conferences for the Secretary-General and senior United Nations officials (OASG, UNIS/GVA, UNIS/VIE);

(iii) Preparation of press, television and radio interviews for and on behalf of the Secretary-General (OASG,UNIS/GVA,UNIS/VIE);

(iv) Provision of liaison and accreditation to media representatives at Headquarters and major United Nations conferences or events held away from Headquarters (MD, UNIS/GVA,UNIS/VIE);

(v) Provision of two weekly press briefings for accredited correspondents at the United Nations Office at Geneva (UNIS/GVA);

(vi) Distribution of information material, such as press releases and United Nations documents, to correspondents accredited at United Nations Headquarters and at United Nations conferences held away from Headquarters (MD, UNIS/GVA, UNIS/VIE).

2. Published material

Technical material. Information material for the Secretary-General and senior officials, including:

(i) Preparation and distribution of newspaper clippings from various parts of the world, as well as news summaries received from United Nations information centres, services and other offices in the field (MD);

(ii) Preparation and distribution of daily news bulletins compiled from wire services (MD);

(iii) Compilation of weekly and monthly dossiers of analytical press articles on the United Nations and the activities of the Secretary-General (MD).

3. Information materials and services

(a) *Press releases*

(i) Production of press releases in English and French on meetings, observances, events and other activities of the United Nations, its programmes and specialized agencies both at and away from Headquarters. The material produced includes backgrounders, round-ups and notes to correspondents, covering among other things statements, travel and other activities of the Secretary-General, the President of the General Assembly, appointments of United Nations officials, selected secretariat reports and publications, activities at United Nations offices away from Headquarters, including the regional commissions and specialized agencies, biographical data on new permanent representatives and newly elected chairmen of intergovernmental bodies. In addition to disseminating press releases issued by Headquarters, the United Nations Information Services at Geneva and Vienna issue their own press releases to cover the meetings, events and activities taking place at the United Nations Offices at Geneva and Vienna; they are produced in English and French at Geneva and in English, French, German and Hungarian at Vienna. United Nations information centres disseminate press releases issued at Headquarters and produce press releases on United Nations activities in their area of location (MD, UNIS/GVA, UNIS/VIE, UNICs);

(ii) Publication in Arabic, English, French and Spanish of an annual compendium of resolutions and decisions adopted by the General Assembly (MD);

(iii) Publication in English and French of an annual compendium of resolutions and decisions adopted by the Security Council as well as of Council presidential statements (MD);

(iv) Production in English of daily news summaries and highlights for distribution to accredited correspondents at Headquarters and to United Nations offices in the field (MD);

(v) Production in English and French of daily United Nations news dispatches for the pool of news agencies of the non-aligned countries and other regional news agencies of developing countries (MD);

(vi) Production of briefing notes on the daily briefings of the Secretary-General's Spokesman and on other briefings held at Headquarters (MD);

(b) *Exhibits and other visual materials*

(i) Production of photographic materials of appointments of the Secretary-General, United Nations meetings, conferences and other events at and away from Headquarters, as well as United Nations field projects (MD);

(ii) Maintenance of audio and visual (audio, film/video and photo) materials and their corresponding databases, and provision of these, including the necessary research, for the production of other departmental outputs, and for use by organizations, broadcasting organizations, educational institutions, non-governmental organizations and delegations (MD);

(iii) Production of audio and visual compilations, and photo features made of sets of images on a particular event or theme for dissemination, including public electronic networks and the Internet (MD);

(c) *Films and videotapes*

(i) Production of television coverage of meetings of the General Assembly, the Security Council, other meetings and events at United Nations Headquarters for distribution to broadcasting organizations directly or through global redisseminators, as well as for use in feature productions and for archival purposes (MD);

(ii) Production in Arabic, English, French, Spanish and Russian of "United Nations in Action", a weekly three-minute television magazine item on major activities of the Organization for distribution by video-cassette to broadcasting organizations and global redisseminators (MD);

(iii) Production of 78 programmes of "World Chronicle", a live 30-minute television panel discussion, for distribution to broadcasting organizations by video-cassette (MD);

(iv) Production in the six official languages of two 15-minute television programmes on major activities of the United Nations during 1996 and 1997 for distribution by video-cassette to global redisseminators and broadcasting organizations (MD);

(v) Production of television news programmes and features by the United Nations Offices at Geneva and Vienna, both for direct dissemination to broadcasting organizations and for inclusion in productions made at Headquarters (MD, UNIS/GVA, UNIS/VIE);

(d) *Radio broadcasts and tapes of news, documentary and feature programmes*

(i) Production of daily, weekly and bi-monthly news bulletins and magazines in the six official languages and other languages on United Nations meetings, observances, special events and other activities at Headquarters and in the field for distribution to broadcasting organizations via telephone circuit, and on tape or audio-cassette (MD);

(ii) Operation of a continually updated electronic bulletin board in English, French and Spanish on United Nations meetings both at Headquarters and in the field and the daily press briefings (MD);

(iii) Production of daily audio news feeds for distribution to broadcasting organizations via radio circuit or telephone (MD);

(iv) Production in English of the weekly comprehensive radio news magazine "World in Review" (MD);

(e) *Dissemination*

(i) Distribution of all print and electronic public information materials, including statements by the Secretary-General, and of United Nations parliamentary documentation to information centres and services, United Nations offices, and those of United Nations peace-keeping and other political missions, as well as dissemination of public information materials and documentation through public electronic networks, including the Internet (UNICs);

(ii) Distribution of audiovisual productions to broadcast organizations and United Nations offices in the field on video-cassette, audio-cassette or tape (MD);

(iii) Participation in a number of selected video festivals and media markets to promote a wider dissemination of United Nations produced video and audio programmes (MD);

(iv) Production of promotional materials, including a video catalogue for distribution to broadcasting organizations and other redisseminators of audio-video materials (MD).

Subprogramme 3
Library information services

25.14 Library information services continue to provide delegates, permanent missions, Secretariat staff members and outside researchers with bibliographic and factual information about the United Nations and its work,

while enabling libraries of the United Nations system to function as a world-wide network cooperating with other libraries in Member States. Emphasis is on user-oriented reference and research services, production and processing of United Nations-related information and liaison with both United Nations system and depository libraries in Member States. In view of the changing needs of the library/information services field, measures for organizational restructuring and professional reorientation were undertaken during 1994-1995. As a result, access to the Library's database (UNBIS) was expanded, use of external on-line databases and other forms of electronic document delivery within the library increased and preparations for the Integrated Library Management System were undertaken.

25.15 In 1996-1997, the emphasis in library policies and activities will be on completing the installation of the new Integrated Library Management System to enhance the processing of information and in-house production of reference tools, increasing efforts to complete the archival collection of United Nations documents and publications, accessing a wider variety of electronic information resources with document delivery to provide timely services to users, developing further the cooperative network with United Nations system libraries for projects of mutual interest and strengthening the outreach to depository libraries for wider dissemination of United Nations documents and information materials. The Department will also advise the Publications Board on matters related to the United Nations publications programme.

Activities

1. Published material

(a) *Recurrent publications. UNDOC: Current Index* (quarterly), *UNDOC: Current Index* edition on microfiche (annual) and annually produced indexes to proceedings of the General Assembly, the Security Council and the Economic and Social Council, in Arabic, Chinese, English and French (LPD);

(b) *Non-recurrent publications. Index to Resolutions of the Security Council 1946-1995* in 1996, *United Nations Documents Series Symbols* in 1997, *UNBIS Data Dictionary* in 1996, *UNBIS Search Guide* in 1997, and *United Nations Documentation: Selected List of Reference Sources* in 1997 (LPD); production of UNBIS on CD-ROM as major bibliographic, factual, full-text and thesaurus files (LPD).

2. Conference services

(a) *Publishing services*. Provision of cartographic services for the Organization (LPD); provision of advice to the Publications Board on matters related to the United Nations publications programme (LPD); and other functions relating to the publications programme (LPD);

(b) *Library services*

(i) Users' services

a. Provision of reference, research and on-line information services, and provision of inter-library loan and electronic document delivery to users (LPD);

b. Training programmes and workshops in effective usage of information resources available at the Library (LPD);

c. Development of a cooperative network with United Nations system libraries for projects of mutual interest (LPD/UNICs);

d. Overseeing the performance of and strengthening networking with United Nations depository libraries, including organization of training programmes and designation of new United Nations depository libraries (LPD/UNICs);

(ii) Technical services

a. Establishment of the Integrated Library Management System, including conversion of existing data, migration of computer programmes and providing linkages between the System, the Integrated Management Information System and the optical-disk system (LPD);

b. Indexing, including bibliographic description of United Nations documents and making available records from the bibliographic files to the optical-disk system and to the research

library network, as well as developing on an ongoing basis the *Thesaurus* file for authority control, and maintenance of special files on United Nations parliamentary documentation, including voting records on resolutions adopted by major United Nations bodies (LPD);

c. Archival collection of United Nations documents and publications, including acquisition and preservation (LPD);

d. Acquisition of external information material about the United Nations from Governments, intergovernmental and non-governmental organizations, and commercial publishers, and cataloguing and indexing of external information resources (LPD).

B. Resource requirements

1. Executive direction and management: Office of the Assistant Secretary-General

Table 25.4 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	4 048.0	3 332.9	(445.1)	(13.3)	2 887.8	145.3	3 033.1
Other staff costs	277.0	98.6	(98.6)	(100.0)	—	—	—
Travel	60.9	68.0	(10.9)	(16.0)	57.1	2.4	59.5
Contractual services	58.7	51.2	(31.5)	(61.5)	19.7	0.8	20.5
General operating expenses	23.0	14.8	—	—	14.8	0.7	15.5
Supplies and materials	5.1	—	—	—	—	—	—
Equipment	0.7	—	—	—	—	—	—
Total	**4 473.4**	**3 565.5**	**(586.1)**	**(16.4)**	**2 979.4**	**149.2**	**3 128.6**

(2) *Extrabudgetary resources*

1992-1993 expenditures	*1994-1995 estimates*	*Source of funds*	*1996-1997 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
		(ii) Extrabudgetary activities	
—	32.0	Support to substantive activities	—
		(b) Substantive activities	
33.2	9 950.0	Trust Fund for the Fiftieth Anniversary Celebrations	—
542.7	—	Trust Fund for the Taejon International Expositions (1993)	—
—	—	(c) Operational projects	—
575.9	**9 982.0**	**Total**	**—**
5 049.3	**13 547.5**	**Total (1) and (2)**	**3 128.6**

Table 25.5 **Post requirements**

Organizational unit: Office of the Assistant Secretary-General

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
ASG	1	1	—	—	—	—	1	1
D-1	2	1	—	—	—	—	2	1
P-5	1	1	—	—	1	—	2	1
P-4/3	5	5	—	—	—	—	5	5
Total	**9**	**8**	**—**	**—**	**1**	**—**	**10**	**8**
General Service category								
Other levels	14	12	—	—	—	—	14	12
Total	**14**	**12**	**—**	**—**	**—**	**—**	**14**	**12**
Grand total	23	**20**	**—**	**—**	**1***	**—**	**24**	**20**

* One P-5 post funded from the Trust Fund for the Fiftieth Anniversary Celebrations.

25.16 The Office of the Assistant Secretary-General is responsible for the overall direction of United Nations public information policies and strategies relating to the implementation of the three subprogrammes both at Headquarters and through the network of information centres, services and other information outlets in the field, and for the promotion of coordination and cooperation within the Secretariat and the United Nations system with regard to public information activities. The Assistant Secretary-General chairs press conferences for heads of State and Government visiting Headquarters, and represents the Secretary-General in dealing with permanent and observer missions on activities relating to public information, as well as with high-level international media representatives. In addition to the exercise of the above functions, he chairs the United Nations Publications Board, the Exhibits Committee, co-chairs the Joint United Nations Information Committee, serves as a member of the Advisory Panel on Management and Finance and maintains dialogue with the United Nations Correspondents' Association's Executive Committee and its members. The Office is responsible for the administrative, financial and personnel management of the Department, for the preparation of parliamentary documentation on questions relating to information, for the evaluation of the Department's information products and activities, and for the provision of secretariat services to the Committee on Information, the United Nations Publications Board and the Joint United Nations Information Committee.

Resource requirements (at current rates)

Posts

25.17 The estimated requirements of $2,887,800, including negative growth of $445,100, reflect the proposed abolition of one D-1 post transferred to the Department of Public Information for activities relating to the fiftieth anniversary of the United Nations and the proposed redeployment of one General Service post to the Executive Office of the Secretary-General and one General Service post to the Information Centres Service.

Other staff costs

25.18 The elimination of resources under this heading reflects the lapsing of provisions for general temporary assistance ($98,000) and personal service contracts ($600) for activities relating to the fiftieth anniversary of the United Nations.

Travel

25.19 The estimated requirements ($57,100), reflecting a reduction of $10,900, relate to costs of travel of the Assistant Secretary-General and other staff members of the Office to attend meetings of the Joint United Nations Information Committee, to visit information centres and to represent the United Nations at meetings dealing with information issues.

Contractual services

25.20 The estimated requirements of $19,700, reflecting negative growth of $31,500, relate to the following expenditures: (a) public information production: reduced requirements of $10,600 would cover the cost of engaging external marketing research organizations and other related contractual services with a view to ensuring that the Department's outputs are responsive to targeted audiences and their identified needs; and (b) subscription to news agency services ($9,100).

General operating expenses

25.21 A provision of $14,800, at maintenance base level, is proposed for hospitality requirements, including functions for the Committee on Information, the training programme for journalists and broadcasters from developing countries and other similar activities.

2. Programme of work

(a) Department of Public Information, Headquarters

(i) Office of the Spokesman for the Secretary-General

Table 25.6 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	2 762.8	3 363.4	(1 690.8)	(50.2)	1 672.6	94.2	1 766.8
Other staff costs	9.7	5.1	(5.1)	(100.0)	—	—	—
Travel	36.8	130.6	(81.9)	(62.7)	48.7	2.3	51.0
Contractual services	112.1	98.9	(5.3)	(5.3)	93.6	4.1	97.7
General operating expenses	19.7	29.8	—	—	29.8	1.3	31.1
Supplies and materials	12.7	10.2	—	—	10.2	0.5	10.7
Equipment	1.5	—	—	—	—	—	—
Total	**2 955.3**	**3 638.0**	**(1 783.1)**	**(49.0)**	**1 854.9**	**102.4**	**1 957.3**

(2) *Extrabudgetary resources*

1992-1993 expenditures	1994-1995 estimates	Source of funds	1996-1997 estimates
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
		(ii) Extrabudgetary activities	
—	179.4	Peace-keeping operations	—
		(b) Substantive activities	
—	167.0	Trust Fund for the Interest on the Contribution to the United Nations Special Account	—
—	—	(c) Operational projects	—
Total	**—**	**346.4**	**—**
Total (1) and (2)	**2 955.3**	**3 984.4**	**1 957.3**

Table 25.7 **Post requirements**

Organizational unit: Office of the Spokesman for the Secretary-General

	Established posts		Temporary posts					
	Regular budget		Regular budget		Extrabudgetary resources		Total	
	1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	1	1	—	—	—	—	1	1
P-5	1	—	—	—	1	—	2	—
P-4/3	6	3	—	—	1	—	7	3
P-2/1	2	1	—	—	—	—	2	1
Total	**11**	**6**	**—**	**—**	**2**	**—**	**13**	**6**
General Service category								
Principal level	2	2	—	—	—	—	2	2
Other levels	10	2	—	—	1	—	11	2
Total	**12**	**4**	**—**	**—**	**1**	**—**	**13**	**4**
Grand total	**23**	**10**	**—**	**—**	**3***	**—**	**26**	**10**

* Includes one P-5 post in support of peace-keeping operations and one P-4 and one General Service post funded from the Trust Fund for International Cooperation and Development.

25.22 The Office of the Spokesman for the Secretary-General provides information support to the Secretary-General and senior Secretariat officials. The Spokesman represents the Secretary-General and the Organization, offering daily briefings and other information services to the news media and delegations. Briefings relating to peace-keeping are increasingly of particular interest to correspondents, as this has become the United Nations activity to which the media gives by far the greatest attention. The work performed by the Office of the Spokesman for the Secretary-General is of direct relevance to the image of the Organization in the media by conveying accurately and effectively the United Nations wide-ranging programmes and activities. Services undertaken during the biennium are expected to generate wider coverage by the media on print, radio and television in order to increase knowledge about United Nations affairs and public support for the activities of the Organization in all fields.

25.23 As part of the reorganization of the Department of Public Information, one P-5, one P-4, two P-3, one P-2/1 and eight General Service posts were redeployed from the Spokesman's Office in connection with the transfer of the News Distribution Service and Documents Distribution Unit to the Media Division.

Resource requirements (at current rates)

Posts

25.24 Estimated requirements of $1,672,600 reflect the streamlining of the Department and include the proposed redeployment of one P-5, one P-4, two P-3, one P-2/1 and eight General Service posts to the Media Division.

Other staff costs

25.25 The reduction of $5,100 corresponds to the surrender of resources for general temporary assistance and overtime.

Travel

25.26 Estimated requirements of $130,600 reflect negative growth of $81,900 resulting from more efficient arrangements for travel of participants to meetings ($97,300). The decrease in resources under this heading is offset in part by increased requirements for the travel of staff ($48,700), reflecting growth of $15,400, which would provide for the travel of senior staff to accompany the Secretary-General on his travels and for advance work on behalf of the Secretary-General in conjunction with such travel, as well as travel of staff in connection with media outreach missions.

Contractual services

25.27 A provision of $93,600, reflecting negative growth of $5,300, is proposed for the following expenditures: (a) external printing and binding of the media version of the annual report of the Secretary-General on the work of the Organization in the six official languages ($61,500); and (b) subscription to news agency services ($32,100).

General operating expenses

25.28 An estimate of $29,800, involving no growth, would cover the cost of press luncheons for the Secretary-General and other hospitality expenses of staff in the course of contacts with representatives of the media on behalf of the Secretary-General.

Supplies and materials

25.29 A provision of $10,200, at maintenance base level, is proposed for miscellaneous supplies and subscriptions to periodicals.

(ii) Media Division

Table 25.8 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	19 736.0	20 217.7	(312.6)	(1.5)	19 905.1	1 011.7	20 916.8
Other staff costs	1 552.9	13.3	(13.3)	(100.0)	—	—	—
Travel	91.6	23.3	(2.3)	(9.8)	21.0	1.0	22.0
Contractual services	10 963.4	9 435.6	738.2	7.8	10 173.8	640.8	10 814.5
General operating expenses	145.5	127.6	30.9	24.2	158.5	7.7	166.2
Supplies and materials	1 012.1	824.7	41.0	4.9	865.7	41.8	907.5
Equipment	1 697.4	1 081.8	(420.8)	(38.8)	661.0	32.3	693.3
Fellowships, grants, contributions	400.0	7.5	(7.5)	(100.0)	—	—	—
Total	**35 598.9**	**31 731.5**	**53.6**	**0.1**	**31 785.1**	**1 735.3**	**33 520.4**

(2) *Extrabudgetary resources*

1992-1993 expenditures	*1994-1995 estimates*	*Source of funds*	*1996-1997 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	—	(ii) Extrabudgetary activities	—
		(b) Substantive activities	
63.1	94.5	Trust Fund for Jointly Financed Information Projects	63.0
—	—	(c) Operational projects	—
63.1	**94.5**	**Total**	**63.0**
35 662.0	**31 826.0**	**Total (1) and (2)**	**33 583.4**

Table 25.9 **Post requirements**

Organizational unit: Media Division

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	2	2	—	—	—	—	2	2
P-5	5	5	—	—	—	—	5	5
P-4/3	50	48	—	—	—	—	50	48
P-2/1	24	18	—	—	—	—	24	18
Total	**82**	**74**	**—**	**—**	**—**	**—**	**82**	**74**
General Service category								
Principal level	3	3	—	—	—	—	3	3
Other levels	59	67	—	—	—	—	59	67
Total	**62**	**70**	**—**	**—**	**—**	**—**	**62**	**70**
Grand total	**144**	**144**	**—**	**—**	**—**	**—**	**144**	**144**

25.30 The Media Division provides services and information aimed at informing news media as well as delegations about the proceedings of public United Nations meetings world wide, peace-keeping operations, special observances and events, the activities of the Secretary-General and other activities of the United Nations and its specialized agencies.

25.31 The outputs provided by the Media Division include press releases, photographic, radio, television and film coverage and/or feature services. The Division also provides media accreditation and liaison services, as well as the dissemination of audiovisual materials produced by the United Nations or co-produced with external entities. The Media Division has also incorporated the News Distribution Service and Documents Distribution Unit, functions previously performed by the Office of the Spokesman for the Secretary-General.

Resource requirements (at current rates)

Posts

25.32 The estimated requirements of $19,905,100 reflect a negative growth of $312,600 resulting from the abolition of five P-3 and six P-2/1 posts relating to the elimination of resources appropriated for anti-apartheid activities. In addition, one P-3 post was redeployed to the United Nations Information Service, Geneva. Moreover it is proposed that one P-5 post be redeployed in connection with the establishment of a United Nations field office in South Africa. The reduction in resources under this heading was offset in part by the redeployment of one P-3 post, in exchange for one P-2 post, from the Promotion and Public Services Division as well as the redeployment of one P-5, one P-4, two P-3, one P-2/1 and eight General Service posts in connection with the transfer of the News Distribution Service and Documents Distribution Unit from the Office of the Spokesman for the Secretary-General.

Other staff costs

25.33 It is proposed to redeploy this provision ($13,300) from personal service contracts to public information production activities.

Travel

25.34 The estimated requirements of $21,000, reflecting a reduction of $2,300, relate to travel by the Director of the Division and his staff.

Contractual services

25.35 A provision of $10,173,800, reflecting growth of $738,200, is proposed for the following expenditures:

(a) Public information production. The estimate of $2,325,200, reflecting growth of $394,500, would cover the costs of external laboratory and other specialized services, visual materials, acquisition, standards conversion and field production costs, including travel costs, in connection with film and video production and the rental of lines for television coverage; the rental of audio lines in connection with the dissemination of radio programmes; specialized laboratory services and purchase of negatives from free-lance photographers of photo coverage and archives; and image pre-mastering for video-disc projects and laboratory services for visual libraries. It would also cover the cost of participation in selected film festivals and marketing and promotion costs of audiovisual products of the Department;

(b) A provision of $7,470,600, at maintenance level, for contractual engineering to operate and maintain the technical facilities required for radio and visual productions and services;

(c) Specialized services. The estimate of $378,000, including growth of $292,400, would cover the cost of rental of radio and video production facilities and a provision of $85,600, reflecting growth of $51,300, subscriptions to news agency services.

General operating expenses

25.36 The estimate of $158,500, reflecting growth of $30,900, relates to increased requirements for maintenance, repair and occasional rental of film, video, photographic and audio equipment.

Supplies and materials

25.37 It is estimated that a provision of $865,700, reflecting growth of $41,000, would be required for the acquisition of professional radio and television reference books and materials, and public information supplies such as film, raw stock, audio and video tapes and cassettes, photographic film, paper and chemicals and other miscellaneous materials required for radio and visual productions and supplies for the operation of the typesetting system.

Equipment

25.38 A provision of $661,000, reflecting negative growth of $420,800, is proposed for the replacement of obsolete equipment necessary for maintaining a functional capacity for the production and distribution of radio and visual programmes and services. The reduced requirements for 1996-1997 reflect the investment made in capital equipment during past bienniums.

Fellowships, grants, contributions

25.39 It is proposed that the provision for research grants ($7,500) be relinquished at the end of the current biennium as those resources were identified for activities programmed for 1994-1995.

(iii) Library and Publications Division

Table 25.10 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	16 245.3	23 585.6	1 452.3	6.1	25 037.9	1 238.4	26 276.3
Other staff costs	73.2	70.8	(30.7)	(43.3)	40.1	2.2	42.3
Travel	18.9	14.4	—	—	14.4	0.7	15.1
Contractual services	414.5	932.4	318.7	34.1	1 251.1	60.7	1 311.8
General operating expenses	165.7	410.4	29.6	7.2	440.0	21.4	461.4
Supplies and materials	1 645.2	1 388.3	13.0	0.9	1 401.3	67.5	1 468.8
Furniture	—	—	4.9	—	4.9	0.3	5.2
Equipment	640.8	412.0	(50.2)	(12.1)	361.8	17.3	379.1
Total	**19 283.6**	**26 813.9**	**1 737.6**	**6.4**	**28 551.5**	**1 408.5**	**29 960.0**

(2) *Extrabudgetary resources*

1992-1993 expenditures	*1994-1995 estimates*	*Source of funds*	*1996-1997 estimates*
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	—	(ii) Extrabudgetary activities	—
		(b) Substantive activities	
2 964.4	2 599.0	*Development Forum* Trust Fund	2 700.0
		Trust Fund for International Cooperation	
—	12.0	and Development	—
—	—	(c) Operational projects	—
2 964.4	**2 611.0**	**Total**	**2 700.0**
22 168.0	**29 424.9**	**Total (1) and (2)**	**32 660.0**

Table 25.11 **Post requirements**

Organizational unit: Library and Publications Division

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-2	1	1	—	—	—	—	1	1
D-1	2	2	—	—	—	—	2	2
P-5	5	6	—	—	—	—	5	6
P-4/3	49	54	—	—	2	2	51	56
P-2/1	23	24	—	—	—	—	23	24
Total	**80**	**87**	**—**	**—**	**2**	**2**	**82**	**89**
General Service category								
Other levels	102	104	—	—	10	10	112	114
Total	**102**	**104**	**—**	**—**	**10**	**10**	**112**	**114**
Grand total	**182**	**191**	**—**	**—**	**12[a]**	**12[a]**	**194**	**203**

[a] Twelve posts funded from the *Development Forum* Trust Fund (1 P-4, 1 P-3 and 10 General Service posts).

25.40 The Library and Publications Division encompasses library and publishing services, including the Dag Hammarskjöld Library, as well as the services responsible for the publication of the *Yearbook of the United Nations*, the *UN Chronicle* and *Development Business*, and provides services to facilitate the external publication and dissemination of United Nations books, studies, documents and reports. Specific publishing functions performed by the Division include the planning and management of the United Nations publications programme as well as the provision of cartographic and graphic design support.

25.41 As part of the reorganization of the Department of Public Information, the functions of the Editorial Section have been transferred from the Promotion and Public Services Division to the Library and Publications Division, and it is proposed that one P-5, two P-4, four P-3, two P-2/1 and three General Service posts be redeployed to the Library and Publications Division.

Resource requirements (at current rates)

Posts

25.42 The estimated requirements of $25,037,900 reflect growth of $1,452,300 resulting from the proposed redeployment of one P-5, two P-4, four P-3, two P-2/1 and three General Service posts in the context of the transfer of the Editorial Section from the Promotion and Public Services Division to the Library and Publications Division. The increase in resources would be offset in part by the redeployment of one P-2/1 post to the Promotion and Public Services Division as well as the redeployment of one P-3 and one General Service post to the United Nations Information Service, Geneva.

Other staff costs

25.43 The provision of $40,100, reflecting negative growth of $30,700, relates to the following expenditures: (a) overtime and night differential ($3,000), during peak periods in the Publications Service of the Division; and (b) personal services for production coordination functions relating to the research, writing and editing of various publications, including Basic Facts about the United Nations, Notes for Speakers and Student Leaflets ($37,100).

Travel

25.44 An estimate of $14,400, at maintenance base level, is proposed for travel related to coordination of activities to respond to the expanding information needs of the United Nations system and for visits to depository libraries.

Contractual services

25.45 The estimated requirements of $1,251,100, reflecting growth of $318,700, relate to the following:

(a) External translation ($166,800), reflecting growth of $10,300, would provide for the five language editions of the *UN Chronicle*, as well as the translation of other publications produced by this Division;

(b) External printing ($454,500), reflecting growth of $275,700, which relates to the cost of printing information materials produced by the Division as well as those publications produced by the Editorial Section, formerly located in the Promotion and Public Services Division, including the five language editions of the *UN Chronicle*, the cover of the *Yearbook of the United Nations*, the report of the Secretary-General, *Basic Facts about the United Nations and United Nations in Brief*;

(c) Contractual library services ($527,000), reflecting growth of $32,700, which include provision for functions that cannot be carried out economically by the United Nations, such as microfiching the archival collection of United Nations documentation; on-line information services such as LEXIS, NEXIS and DIALOG; and inter-library loan services to provide materials of interest to the Organization that are not in the Library's permanent collection;

(d) Public information production ($102,800), which would cover the cost of graphic designs and presentations, mechanical preparations, current news photos and graphics, and would include freelance writing for the *UN Chronicle* and contractual services for the *United Nations Yearbook* Series.

General operating expenses

25.46 The estimated requirements of $440,000, reflecting growth of $29,600, relate to the following expenditures:

(a) Rental of office and equipment and a typesetting machine; and rental and service repairs of cartography equipment ($21,900);

(b) Maintenance of equipment ($66,300), reflecting growth of $9,500, including provision for desktop publishing equipment, which is not maintained and serviced by the Electronic Service Division;

(c) Maintenance of office automation equipment ($343,600), involving a growth of $12,400, relates to the cost of maintenance of specialized microform, copying equipment, electronic data- and text-processing materials in support of the newly installed Integrated Library Management System;

(d) Miscellaneous services, reflecting growth of $8,200, would provide for courier services and other charges for film deliveries, and other activities linked to production. These increases are offset in part by the elimination of the provision for hospitality for the Dag Hammarskjöld Library ($5,000).

Supplies and materials

25.47 The estimated requirements of $1,401,300, reflecting growth of $13,000, relate to the following:

(a) Office supplies such as stationery and other supplies, including specialized computer supplies ($27,600);

(b) Internal reproduction supplies ($12,500), reflecting negative growth of $21,800, would cover the cost of word-processing supplies and specialized supplies used by the publishing, graphic and cartographic sections of the Library and Publications Division;

(c) Library supplies ($1,340,900), involving growth of $22,700 attributable to cost increases for books and library materials, including periodicals, newspaper subscriptions and materials in microform and CD-ROM formats, as well as inter-library loan services, binding of books and serials and specialized

training material for new automated technologies, including the Integrated Library Management System;

(d) Public information supplies ($20,300), involving growth of $12,100, would provide for film stock and art and graphic supplies for the Division.

Furniture

25.48 A new provision of $4,900 is requested to cover the cost of non-stock furniture items required in relation to the new Integrated Library Management System.

Equipment

25.49 A provision of $361,800, reflecting a negative growth of $50,200 due to reduced requirements for 1996-1997, is proposed for equipment in connection with the newly installed Integrated Library Management System and the replacement of obsolete office automation equipment.

(iv) Promotion and Public Services Division

Table 25.12 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	8 934.5	13 188.9	(5 254.1)	(39.8)	7 934.8	406.2	8 341.0
Other staff costs	287.7	242.1	(73.4)	(30.3)	168.7	8.2	176.9
Travel	394.4	255.0	(104.3)	(40.9)	150.7	7.1	157.8
Contractual services	1 768.3	1 640.5	(588.0)	(35.8)	1 052.5	50.8	1 103.3
General operating expenses	25.2	890.4	(865.9)	(97.2)	24.5	1.2	25.7
Supplies and materials	219.6	98.0	(37.6)	(38.3)	60.4	3.1	63.5
Equipment	9.3	1.6	(1.6)	(100.0)	—	—	—
Fellowships, grants, contributions	243.4	293.5	(35.3)	(12.0)	258.2	12.7	270.9
Total	**11 882.4**	**16 610.0**	**(6 960.2)**	**(41.9)**	**9 649.8**	**489.3**	**10 139.1**

(2) *Extrabudgetary resources*

1992-1993 expenditures	1994-1995 estimates	Source of funds	1996-1997 estimates
		(a) Services in support of:	
—	—	(i) United Nations organizations	—
—	—	(ii) Extrabudgetary activities	—
		(b) Substantive activities	
14.1	—	Trust Fund for the Oral History of the United Nations	—
313.0	300.0	Trust Fund for Economic and Social Information	300.0
435.3	454.0	Trust Fund for Information Support for African Economic Recovery and Development	228.1
—	20.0	Trust Fund for International Cooperation and Development	—
30.2	34.1	Voluntary Fund for the International Year of the Family	—
—	—	(c) Operational projects	—
792.6	**808.1**	**Total**	**528.1**
12 675.0	**17 418.1**	**Total (1) and (2)**	**10 667.2**

Table 25.13 **Post requirements**

Organizational unit: Promotion and Public Services Division

Established posts		Temporary posts					
Regular budget		Regular budget		Extrabudgetary resources		Total	
1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997	1994-1995	1996-1997
Professional category and above							
D-2	1	1	—	—	—	—	1	1
D-1	3	2	—	—	—	—	3	2
P-5	8	6	—	—	—	—	8	6
P-4/3	28	13	—	—	1	—	29	14
P-2/1	9	8	—	—	—	—	9	8
Total	**49**	**30**	**—**	**—**	**1**	**—**	**50**	**31**
General Service category								
Principal level	1	1	—	—	—	—	1	1
Other levels	40	23	—	—	—	—	40	23
Total	**41**	**24**	**—**	**—**	**—**	**—**	**41**	**24**
Grand total	**90**	**54**	**—**	**—**	**1***	**—**	**91**	**55**

* One P-4 post funded by the Trust Fund for Information Support for African Economic Recovery and Development.

25.50 The Promotion and Public Services Division promotes the development and implementation of information strategies on priority issues before the Organization and the planning, production and dissemination of authoritative information materials, including success stories, geared to the needs of the media as well as to other opinion-forming groups, such as non-governmental organizations, parliamentarians and educational institutions. It also plans and executes outreach to and feedback from the public, in collaboration with organizations within the United Nations system, United Nations associations and other non-governmental

organizations. In generating support for the work of the United Nations, the Division promotes institutional relations and performs liaison functions with non-governmental organizations.

25.51 As part of the reorganization of the Department of Public Information, the functions relating to the promotion and administration of United Nations information centres have been transferred from the Promotion and Public Services Division to the newly created Information Centres Service. In that connection it is proposed that 1 D-1, 1 P-5, 5 P-4, 2 P-3, 1 P-2 and 13 General Service posts be redeployed from the Promotion and Public Services Division to the Information Centres Service.

Resource requirements (at current rates)

Posts

25.52 The proposed provision of $7,934,800 reflects a negative growth of $5,254,100, resulting from the redeployment of 1 D-1, 1 P-5, 5 P-4, 2 P-3, 1 P-2/1 and 13 General Service posts in connection with the establishment of the Information Centres Service. An additional P-5, two P-4, four P-3, two P-2/1 and three General Service posts were redeployed from the Promotion and Public Services Division with the transfer of the Editorial Section to the Library and Publications Division, while one P-3 post was redeployed to the Media Division in exchange for the redeployment of two P-2/1 posts. Decreased requirements for 1996-1997 also reflect the abolition of one P-4 and one General Service post arising from the elimination of the anti-apartheid programme.

Other staff costs

25.53 The estimate of $168,700, reflecting negative growth of $73,400, would provide for external expertise for the research, writing, editing and design of certain information materials produced by the Division. Reduced requirements under this heading reflect, *inter alia*, redeployment of resources in connection with the transfer of the Editorial Section to the Library and Publications Division.

Travel

25.54 The estimated requirements of $150,700 reflect a negative growth of $104,300 and relate to travel of representatives, committee members, participants and staff to meetings, conferences and workshops and travel to specialized agencies for programme development, coordination and implementation. These estimates include:

(a) $67,600, reflecting growth of $19,200, for travel costs of participating international journalists to a round table on issues relating to an agenda for development; media representatives participating in a media encounter on peace-keeping and peacemaking; journalists from the international news media participating in a round table on key human rights issues; and key speakers, especially from developing countries, participating in Department of Public Information/non-governmental organization conferences held at Headquarters and in different regions of the world;

(b) $83,100, reflecting negative growth of $123,500 relating to the redeployment of resources to the Information Centres Service, would provide for travel of staff to meetings, conferences and workshops and to specialized agencies for programme development, coordination and implementation.

Contractual services

25.55 The estimated requirements of $1,052,500 reflect a negative growth of $588,000, which relates to the redeployment of resources to the Editorial Section as well as the Information Centres Service, and a reduction of $89,200. Resources under this heading would provide for the following:

(a) $118,500, reflecting growth of $25,200, is requested for the cost of external translation of the publications produced by the Division. Increased resources under this heading would provide translation for the French version of the 1995 edition of the publication ***The Blue Helmets***. Growth under this heading was offset by a reduction of $100,400, corresponding to the redeployment of resources in connection with the establishment of the Information Centres Service;

(b) $655,400, reflecting negative growth of $539,500, for external printing of information materials prepared by the Division and include printing of non-governmental organization information materials and the printing of brochures and leaflets aimed at the general public;

(c) $278,600, reflecting negative growth of $5,900, to cover the cost of specialized services in connection with the production of various information materials and exhibits, as well as co-sponsorship of special events, multimedia campaigns and publications;

(d) No provision is required for specialized training. Accordingly, an additional reduction of $67,800 is proposed under this heading.

General operating expenses

25.56 The estimated requirements of $24,500 reflect negative growth of $865,900 resulting primarily from the redeployment of resources to the Editorial Section in the Library and Publications Division, the Information Centres Service and the Executive Office. The estimated requirements relate to miscellaneous services such as subscriptions and memberships in connection with the production of information materials.

Supplies and materials

25.57 The provision of $60,400, involving negative growth of $37,600 reflecting primarily the redeployment of resources to the Editorial Section in the Library and Publications Division and to the Information Centres Service, relates to public information supplies and paper required for the production of information materials.

Equipment

25.58 Negative growth of $1,600 under this heading reflects the redeployment of resources to the Information Centres Service.

Fellowships, grants, contributions

25.59 The estimate of $258,200, reflecting negative growth of $35,300, would cover the cost of travel and stipends for broadcasters and journalists selected for the annual training programme initiated in 1981 pursuant to General Assembly resolution 35/201 of 16 December 1980.

(v) Information activities on the question of Palestine

Table 25.14 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Other staff costs	32.0	58.8	(12.8)	(21.7)	46.0	2.0	48.0
Travel	380.2	495.4	(40.8)	(8.2)	454.6	21.7	476.3
Contractual services	118.3	147.6	(49.9)	(33.8)	97.7	4.3	102.0
General operating expenses	51.7	49.4	(13.1)	(26.5)	36.3	1.5	37.8
Supplies and materials	17.0	18.2	(18.2)	(100.0)	—	(0.1)	(0.1)
Total	**599.2**	**769.4**	**(134.8)**	**(17.5)**	**634.6**	**29.4**	**664.0**

25.60 Public information activities relating to the United Nations role in the question of Palestine are undertaken pursuant to General Assembly resolutions, most recently resolution 49/62 C of 14 December 1994, requesting the Department of Public Information to disseminate accurate and comprehensive information on the question with a view to heightening awareness of and support for the inalienable rights of the Palestinian people. Since the signing of the Declaration of Principles on Interim Self-Government Arrangements by the Government of the State of Israel and the Palestine Liberation Organization, and at the request of the General Assembly, the Department has added to its activities assistance to the Palestinian people in the field of media development. In the biennium 1996-1997, the Department will pursue and further develop both its promotion campaign of Palestinian rights and its programme of assistance to the

Palestinian media, taking into account the positive implications of the Declaration of Principles on Interim Self-Government Arrangements and the subsequent implementation agreements signed by the two parties.

Resource requirements (at current rates)

Other staff costs

25.61 The estimate of $46,000, reflecting negative growth of $12,800, would cover the cost of external expertise for the production of public information materials on the question of Palestine, including booklets on the rights of Palestinians and the journalists' encounter to be held in 1996.

Travel

25.62 The estimated requirements of $454,600, reflecting negative growth of $40,800, would cover the cost of travel of staff, journalists and participants involved in international encounters and to fact-finding news missions to the Middle East, as well as the travel of participants in internship programmes.

Contractual services

25.63 A provision of $97,700, reflecting a reduction in resources of $49,900, is proposed to cover the cost of contractual translation and external printing of information materials.

General operating expenses

25.64 The estimate of $36,300, reflecting negative growth of $13,100, would cover the cost of various miscellaneous expenses relating to the international encounter and fact-finding news missions to the Middle East, including rental of conference rooms, communication expenses and local transportation.

(vi) Information Centres Service

Table 25.15 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	4 393.3	—	3 308.0	—	3 308.0	169.6	3 477.6
Other staff costs	140.6	—	—	—	—	—	—
Travel	13.7	—	90.0	—	90.0	4.7	94.7
Contractual services	283.1	—	72.4	—	72.4	3.6	76.0
General operating expenses	655.0	—	604.9	—	604.9	29.1	634.0
Supplies and materials	34.5	—	8.8	—	8.8	0.4	9.2
Equipment	0.5	—	—	—	—	—	—
Total	**5 520.7**	**—**	**4 084.1**	**—**	**4 084.1**	**207.4**	**4 291.5**

Table 25.16 **Post requirements**

Organizational unit: Information Centres Service

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	—	1	—	—	—	—	—	1
P-5	—	1	—	—	—	—	—	1
P-4/3	—	7	—	—	—	—	—	7
P-2/1	—	1	—	—	—	—	—	1
Total	**—**	**10**	**—**	**—**	**—**	**—**	**—**	**10**
General Service category								
Other levels	—	14	—	—	—	—	—	14
Total	**—**	**14**	**—**	**—**	**—**	**—**	**—**	**14**
Grand total	**—**	**24**	**—**	**—**	**—**	**—**	**—**	**24**

25.65 With the aim of promoting an informed understanding of the work and purposes of the Organization around the world, the newly created Information Centres Service provides the global network of information centres and services with guidelines for public information strategies, plans the work programme and the budget for this network, basing them on two complementary concepts, promotion and coverage. The Service is responsible for the establishment of new information centres and information components in Member States, as mandated, and for liaison with national Governments on all matters pertaining to the operation of the centres. The Information Centres Service provides tools for information centres in their efforts to promote the United Nations message through redisseminators, especially media organizations, non-governmental organizations and educational institutions.

25.66 The functions of the Information Centres Service were formerly provided by the Promotion and Public Services Division. The establishment of the Information Centres Service involves the redeployment of staff and operating resources from the Promotion and Public Services Division.

Resource requirements (at current rates)

Posts

25.67 Estimated requirements of $3,308,000 reflect the redeployment of 1 D-1, 5 P-4, 2 P-3, 1 P-2/1 and 13 General Service posts from the Promotion and Public Services Division.

Travel

25.68 The estimated requirements of $90,000 would provide for (a) $77,900 for the travel of staff to regional meetings and for the travel of United Nations information centre Directors to attend official briefings at Headquarters; and (b) $12,100 for travel of staff to United Nations information centres to enhance and strengthen their effectiveness and to undertake discussions with host Governments and representatives of other United Nations field offices.

Contractual services

25.69 The estimate of $72,400 relates to the following expenditures: (a) $58,400 for the participation of relevant information centre staff at regional briefings and workshops for national information officers and reference assistants, as well as ad hoc training for selected administrative assistants of self-accounting centres; and (b) $14,000 for the biennial updating of the *Information Centres Manual* in English and the reprinting of an explanatory leaflet on the network of information centres in English, French and Spanish.

General operating expenses

25.70 Estimated requirements of $604,900 would provide for pouch costs for bulk distribution of printed materials to information centres and services.

Supplies and materials

25.71 An estimated $8,800 would be needed for public information supplies.

(b) Information Service, Geneva

Table 25.17 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	5 099.7	5 728.1	594.0	10.3	6 322.1	411.6	6 733.7
Other staff costs	415.4	393.5	—	—	393.5	20.3	413.8
Travel	24.9	35.1	—	—	35.1	1.8	36.9
Contractual services	61.4	93.8	23.6	25.1	117.4	6.1	123.5
General operating expenses	35.7	29.3	(13.3)	(45.3)	16.0	0.8	16.8
Supplies and materials	93.1	110.2	20.1	18.2	130.3	6.8	137.1
Equipment	121.5	190.8	(0.7)	(0.3)	190.1	9.9	200.0
Total	**5 851.7**	**6 580.8**	**623.7**	**9.4**	**7 204.5**	**457.3**	**7 661.8**

Table 25.18 **Post requirements**

Organizational unit: Information Service, Geneva

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	2	2	—	—	—	—	2	2
P-4/3	5	7	—	—	—	—	5	7
P-2/1	4	4	—	—	—	—	4	4
Total	**12**	**14**	**—**	**—**	**—**	**—**	**12**	**14**
General Service category								
Principal level	3	3	—	—	—	—	3	3
Other levels	13	14	—	—	—	—	13	14
Total	**16**	**17**	**—**	**—**	**—**	**—**	**16**	**17**
Grand total	**28**	**31**	**—**	**—**	**—**	**—**	**28**	**31**

25.72 The United Nation Information Service, Geneva, provides support to the United Nations Office at Geneva. The Information Service provides information products on major meetings and events of the United Nations organs and agencies based at Geneva, as well as promotional services in support of peace, security and disarmament, human rights and development. The Information Service performs functions with special responsibilities for Europe, undertaking media and public information assignments for the Secretary-General, and provides ongoing support and advice to the Secretary-General regarding communication with the press and the public throughout Europe and as requested elsewhere. The Service provides services for visitors and administers the guided tour programme at the Palais des Nations, for which provision is made under income section 3.

Resource requirements (at current rates)

Posts

25.73 An estimate of $6,322,100, reflecting growth of $594,000, would be required for established posts and includes the redeployment of one P-3 and one General Service post from the Library and Publications Division, and one P-3 post from the Media Division in the context of the elimination of the anti-apartheid programme.

Other staff costs

25.74 The estimated requirement of $393,500, at maintenance base level, would cover the cost of general temporary assistance for the replacement of staff on maternity leave and sick leave and for additional services during peak workload periods ($373,800); and overtime and night differential for the retention of clerical and distribution staff and radio and visual technicians beyond normal working hours in order to provide public information material to the media.

Travel

25.75 The provision of $35,100, at maintenance base level, would cover the cost of five visits a year to major cities in Switzerland to strengthen relations with the media, non-governmental organizations, local authorities and institutional bodies, as well as one mission every two years to Bulgaria and Poland for the purpose of better dissemination of information materials, liaison with national non-governmental organizations and the media and other ad hoc travel needs in support of the Service's work.

Contractual services

25.76 The estimated requirements ($117,400), including resource growth of $23,600, relate to:

(a) Photo-visual materials ($21,000), in connection with the engagement of photographic services and the acquisition of conference coverage negatives and ad hoc local needs for developing and printing of photographs;

(b) Public information production ($21,700), representing the production costs of electronic magazine items for "UN in Action" and CNN World Report. The estimate would cover all external costs, including music composition and rights, narration, mixing and editing, supplemental footage purchase and special equipment rental;

(c) Data-processing services ($5,600), which reflects a new provision for access to electronic mail and information databases;

(d) News agency services ($69,100), such as subscription to the Associated Press, Agence France-Presse, Itar-Tass and Reuters wire services.

General operating expenses

25.77 The estimated requirements of $16,000, reflecting negative growth of $13,300, relate to: (a) rental of photocopying equipment ($5,800); (b) hospitality requirements for media and non-governmental organizations, including the annual reception for the members of the Geneva Bureau of the United Nations Correspondents Association ($2,800); and (c) maintenance of film equipment ($7,400).

Supplies and materials

25.78 It is estimated that a provision of $130,300, reflecting growth of $20,100, will be required for acquisition of supplies for video and radio operations, other public information supplies and data-processing supplies such as printer ink, cartridges, diskettes and tapes.

Equipment

25.79 The estimated requirements of $190,100 relate to: (a) acquisition of office automation equipment ($49,700), including the purchase of additional microcomputers, printers and cables; and (b) public information equipment ($140,400), which would cover the cost of television and audio equipment for an additional television and radio studio.

(c) Information Service, Vienna

Table 25.19 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	1 664.9	1 845.2	—	—	1 845.2	214.2	2 059.4
Other staff costs	75.1	120.8	—	—	120.8	10.7	131.5
Travel	15.3	20.8	—	—	20.8	2.0	22.8
Contractual services	73.3	66.2	—	—	66.2	6.1	72.3
General operating expenses	0.7	1.0	—	—	1.0	—	1.0
Supplies and materials	42.7	26.8	—	—	26.8	2.3	29.1
Equipment	26.7	50.1	(20.0)	(39.9)	30.1	2.6	32.7
Total	**1 898.7**	**2 130.9**	**(20.0)**	**(0.9)**	**2 110.9**	**237.9**	**2 348.8**

Table 25.20 **Post requirements**

Organizational unit: Information Service, Vienna

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	1	1	—	—	—	—	1	1
P-4/3	2	2	—	—	—	—	2	2
P-2/1	1	1	—	—	—	—	1	1
Total	**5**	**5**	**—**	**—**	**—**	**—**	**5**	**5**
General Service category								
Principal level	1	1	—	—	—	—	1	1
Other levels	6	6	—	—	—	—	6	6
Total	**7**	**7**	**—**	**—**	**—**	**—**	**7**	**7**
Grand total	**12**	**12**	**—**	**—**	**—**	**—**	**12**	**12**

25.80 The United Nations Information Service, Vienna, provides public information support and promotion services to the Office of the Director-General of the United Nations Office at Vienna and the United Nations programmes and units located at Vienna, including, in particular, the United Nations International Drug Control Programme, the Office for Outer Space Affairs, the Crime Prevention and Criminal Justice Branch and the International Trade Law Branch. Promotional activities include production of feature stories, background information, press kits, pamphlets and booklets as well as posters. The United Nations Information Service also liaises with educational institutions and non-governmental organizations with a view to soliciting their support in promoting broader public awareness of the programmes carried out by the Vienna-based United Nations units. The United Nations Information Service provides services for visitors and administers the guided tour programme at the Vienna International Centre, for which provision is made under income section 3.

25.81 In addition, the United Nations Information Service, Vienna, serves as the information centre for Austria, Germany and Hungary, and also responds to public inquiries from Central and Eastern European countries as required. In that capacity, the Service strengthens contacts with key public opinion leaders, including government officials, parliamentarians, local media, educational and academic institutions, and non-governmental organizations in order to promote an informed understanding of the role of the Organization in peace-keeping, peacemaking and post-conflict peace-building and to stimulate public support for the Organization's activities in the political, economic, social and humanitarian fields.

Resource requirements (at current rates)

Posts

25.82 The provision of $1,845,200 would provide for continuation of the approved established posts.

Other staff costs

25.83 The estimate of $120,800, at maintenance base level, would provide for (a) general temporary assistance ($100,600) to cover the cost of temporary replacement of staff on extended sick leave or maternity leave and to provide additional capacity for press coverage of United Nations meetings at Vienna during peak periods, as well as to provide coverage of special conferences and meetings involving production of press releases, backgrounders and seminars; and (b) overtime and night differential ($20,200) for staff retained

beyond normal working hours in order to meet deadlines, especially during important meetings and conferences.

Travel

25.84 The estimated requirements of $20,800, reflecting no growth, relate to travel of the Director to Headquarters during the sessions of the Committee on Information; visits to Germany and Hungary for consultations with government officials; and travel on information dissemination assignments and contacts with non-governmental organizations, as well as participation of staff in special United Nations information events and observance ceremonies.

Contractual services

25.85 The estimate of $66,200 would cover the cost of production of United Nations documents in German and Hungarian ($14,700); printing of information booklets, pamphlets and brochures in both German and Hungarian ($37,900); and subscription to wire agency services ($13,600).

General operating expenses

25.86 The provision of $1,000 is proposed for hospitality expenses for official functions in connection with visiting government officials and journalists invited to press conferences on important United Nations issues at the Vienna International Centre.

Supplies and materials

25.87 The estimated requirements of $26,800, reflecting no growth, relate to supplies of raw stock materials for photo, television and radio coverage of United Nations conferences and meetings at Vienna.

Equipment

25.88 A provision of $30,100, reflecting negative growth of $20,000, is proposed for the replacement of office automation equipment. No acquisition of new equipment is sought for the biennium 1996-1997.

(d) United Nations information centres

Table 25.21 **Summary by object of expenditure**
(Thousands of United States dollars)

(1) *Regular budget*

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	20 984.0	22 426.7	467.4	2.0	22 894.1	4 147.9	27 042.0
Other staff costs	343.1	366.7	—	—	366.7	46.6	413.3
Consultants and experts	0.4	—	—	—	—	—	—
Travel	192.6	438.2	(11.1)	(2.5)	427.1	54.6	481.7
Contractual services	173.8	262.0	—	—	262.0	33.5	295.5
General operating expenses	5 587.6	6 889.2	104.4	1.5	6 993.6	891.4	7 885.0
Supplies and materials	886.3	1 080.4	(22.1)	(2.0)	1 058.3	135.2	1 193.5
Furniture	—	216.0	(20.0)	(9.2)	196.0	25.1	221.1
Equipment	1 128.8	1 135.5	(41.0)	(3.6)	1 094.5	139.0	1 233.5
Total	**29 296.6**	**32 814.7**	**477.6**	**1.4**	**33 292.3**	**5 473.3**	**38 765.6**

(2) *Extrabudgetary resources*

	1992-1993 expenditures	*1994-1995 estimates*	*Source of funds*	*1996-1997 estimates*
			(a) Services in support of:	
	—	—	(i) United Nations organizations	—
	—	—	(ii) Extrabudgetary activities	—
			(b) Substantive activities	
			Trust Fund for Expanding Public Information	
	207.9	172.0	Activities in Japan	172.0
	1 317.5	1 300.0	Ad hoc host government contributions	1 300.0
	—	—	(c) Operational projects	—
Total	**1 525.4**	**1 472.0**		**1 472.0**
Total (1) and (2)	**30 822.0**	**34 286.7**		**40 237.6**

Table 25.22 **Post requirements**

Organizational unit: United Nations information centres

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	8	8	—	—	—	—	8	8
P-5	21	22	—	—	—	—	21	22
P-4/3	18	18	—	—	—	—	18	18
Total	**47**	**48**	**—**	**—**	**—**	**—**	**47**	**48**
Other categories								
Local level	224	214	—	—	27	27	251	241
National Officer	40	50	—	—	—	—	40	50
Total	**264**	**264**	**—**	**—**	**27**	**27**	**291**	**291**
Grand total	**311**	**312**	**—**	**—**	**27[a]**	**27[a]**	**338**	**339**

[a] Post funded from ad hoc host government contributions.

25.89 The United Nations information centres are one of the most important means of disseminating information about the United Nations and its activities to the peoples of the world: their operations cover the whole spectrum of promotional and information services.

25.90 The primary objective of United Nations information centres is to promote an informed understanding of the work and purposes of the United Nations among the peoples in the regions and countries of their operation. They achieve that objective through development of activities on United Nations priority issues, major conferences, special events and observances that are aimed at reaching the widest possible audiences through the media, governmental and non-governmental organizations, educational institutions, professional associations and others. The centres maintain close working relations with other United Nations agencies and programmes represented in the country with a view to implementing approved activities through a common strategy. They disseminate information products received from Headquarters, often adapting them to maximize local utilization. They provide regular feedback on their activities and on the effectiveness of public information products received. Centre staff speak to groups and organize lectures at schools,

universities, professional and business associations; appear on radio and television programmes; and respond to public inquiries on United Nations priority issues.

25.91 Information centres play a vital role in collecting, analysing, summarizing and providing Headquarters with political analysis, media summaries and clippings on developments relating to international peace and security for use by the Secretary-General and senior officials. During visits of the Secretary-General and senior officials, information centres analyse local media coverage. That information allows United Nations officials to gauge the extent of informed understanding and support secured for the work of the United Nations. The Centres provide the Secretary-General and senior officials with media liaison and other assistance.

25.92 The United Nations information centre network strives to maintain adequate regional and linguistic balance in order to ensure the highest possible local presence for United Nations activities, purposes and programmes, and to stimulate public awareness about its tasks and responsibilities.

25.93 United Nations information centres are often called upon to carry out a variety of ad hoc tasks for other departments of the United Nations and United Nations agencies.

25.94 By its resolution 48/209 of 21 December 1993, the General Assembly approved the establishment of nine United Nations field offices, in Armenia, Azerbaijan, Belarus, Eritrea, Georgia, Kazakhstan, the Russian Federation, Ukraine and Uzbekistan, with, *inter alia*, the mandate to carry out public information activities. It is not expected that the scope and scale of information activities in the United Nations field offices during 1996-1997 will exceed the current level.

Resource requirements (at current rates)

Posts

25.95 The estimated requirements of $22,894,100, reflecting growth of $467,400, relate to the redeployment of a P-5 post for the proposed United Nations field office to be established in South Africa and the proposed conversion of 10 Local level posts to the National Officer category. This proposal follows the authorized conversion of 40 Local level posts to the National Officer level during 1994-1995 and reflects a cost-effective way of enhancing the performance and effectiveness of the centres.

Other staff costs

25.96 An estimate of $366,700, at maintenance base level, relates to the following expenditures:

(a) $213,400 for general temporary assistance to cover the cost of day and night security/watchmen, especially at centres that have their own office premises and as directed by the resident United Nations security coordinator for the duty station; to cover replacement requirements for staff on extended sick and maternity leave; and for additional services during peak workload periods;

(b) $153,300 for overtime for drivers in connection with Directors' official engagements, as well as engagements pertaining to visits by the Secretary-General and other senior United Nations officials, and for other staff during peak workload periods, such as the observance of major United Nations events and occasions, and during official visits by the Secretary-General and other senior United Nations officials.

Travel

25.97 The estimate of $427,100, reflecting a reduction of $11,100, would cover the cost of travel within the centres' areas of coverage in order to promote to the widest possible extent the aims and purposes of the Organization. This provision would also allow Directors to be present at locations outside the duty city for the observance of special United Nations events and occasions and to strengthen working relations with Governments, information media and non-governmental organizations in other countries serviced by their centres, particularly to encourage their financial and other support for the work of the information centres.

Contractual services

25.98 An estimate of $262,000, at maintenance base level, would cover the cost of translating and producing information materials in local languages.

General operating expenses

25.99 The estimated requirements of $6,993,600, reflecting resource growth of $104,400, relate to:

(a) $3,633,700, involving growth of $156,300, for rental and maintenance of premises, including utilities, for those information centres where such services are not provided by the host country;

(b) $784,700, reflecting a reduction of $100,500, for maintenance of vehicles, electronic data-processing equipment, telex and facsimile machines, photocopiers, air conditioners and other essential items;

(c) $2,001,500, involving growth of $82,400, for communications, including postage, telephone, telex, cables and pouch services required by the information centres for dissemination of information;

(d) $228,900 for official hospitality functions;

(e) $78,700 for maintenance of furniture and office equipment;

(f) $266,100, reflecting negative growth of $33,800, for miscellaneous services, in particular, freight and related charges.

Supplies and materials

25.100 An estimate of $1,058,300, including negative growth of $22,100, would cover the cost of stationery and related office supplies, as well as the purchase of petrol, oil and other lubricants for official vehicles.

Furniture

25.101 Estimated requirements of $196,000, reflecting the lapsing of a one-time provision of $20,000 for United Nations field offices, would provide for furniture and fixtures for all United Nations information centres.

Equipment

25.102 A provision of $1,094,500 is proposed for the acquisition and replacement of vehicles ($450,400) and other equipment for United Nations information centres ($437,400). These estimates also include provision to purchase and replace obsolete office automation equipment and acquire facsimile machines ($206,700).

(e) Special conferences

Table 25.23 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Other staff costs	18.7	550.7	(449.3)	(81.5)	101.4	4.8	106.2
Travel	220.6	264.8	(264.8)	(100.0)	—	—	—
Contractual services	86.2	935.1	(669.6)	(71.6)	265.5	12.8	278.3
General operating expenses	19.6	—	—	—	—	—	—
Supplies and materials	0.5	—	—	—	—	—	—
Fellowships, grants, contributions	—	212.7	(159.6)	(75.0)	53.1	2.6	55.7
Total	**345.6**	**1 963.3**	**(1 543.3)**	**(78.6)**	**420.0**	**20.2**	**440.2**

Resource requirements (at current rates)

25.103 The resource requirements for public information activities for special conferences relate to the United Nations Conference on Human Settlements (Habitat II), to be held at Istanbul in 1996. The overall reduction is due to provision of $1,963,300 for six major conferences in the biennium 1994-1995.

Other staff costs

25.104 The estimate of $101,400 would cover the cost of personal service contracts, such as contracts of writers and journalists, to prepare a supplement on Habitat II for *UN Chronicle* ($9,700); and general temporary assistance for project staff to assist with the implementation of the information programme on the Conference ($91,700).

Contractual services

25.105 A provision of $265,500 is proposed for:

(a) $19,300 for contractual translation of brochures in six official languages as well as the translation of selected publications in local languages, produced as part of the information programme for the Conference by United Nations information centres;

(b) $106,200 for external printing of information materials for the Conference, including brochures, feature articles, fact sheets, background notes and a student leaflet in local languages by United Nations information centres, as well as the design and printing of a full-colour poster with the Conference logo in six official languages;

(c) $140,000 for public information production. The estimate would cover the cost of regional projects to publicize and promote Habitat II to journalists, non-governmental organizations, universities and schools. The estimate would also cover the cost of conversion, duplication and distribution of audiovisual products, production of television and radio public service announcements concerning the issues to be addressed by Habitat II, as well as design and placement in major international and regional magazines and newspapers of a public service announcement on Habitat II issues, in English, French and Spanish.

Fellowships, grants, contributions

25.106 The provision of $53,100 is proposed for the attendance of journalists from developing countries at a two-day pre-conference journalists' encounter and the conference itself.

3. Programme support: departmental administration

Table 25.24 **Summary by object of expenditure**
(Thousands of United States dollars)

Object of expenditure	*1992-1993 expenditures*	*1994-1995 appropriations*	*Resource growth*		*Total before recosting*	*Recosting*	*1996-1997 estimates*
			Amount	*Percentage*			
Posts	2 616.0	3 038.7	—	—	3 038.7	142.7	3 181.4
Other staff costs	788.1	548.5	(42.3)	(7.7)	506.2	24.7	530.9
General operating expenses	936.7	800.2	197.1	24.6	997.3	47.8	1 045.1
Supplies and materials	17.2	241.0	(89.3)	(37.0)	151.7	9.6	161.3
Equipment	199.5	196.2	(86.0)	(43.8)	110.2	5.2	115.4
Total	**4 557.5**	**4 824.6**	**(20.5)**	**(0.4)**	**4 804.1**	**230.0**	**5 034.1**

Table 25.25 **Post requirements**

Programme: Departmental administration

	Established posts		*Temporary posts*					
	Regular budget		*Regular budget*		*Extrabudgetary resources*		*Total*	
	1994-1995	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*	*1994-1995*	*1996-1997*
Professional category and above								
D-1	1	1	—	—	—	—	1	1
P-5	2	2	—	—	—	—	2	2
P-4/3	2	2	—	—	—	—	2	2
P-2/1	3	3	—	—	—	—	3	3
Total	**8**	**8**	**—**	**—**	**—**	**—**	**8**	**8**
General Service category								
Other levels	16	16	—	—	—	—	16	16
Total	**16**	**16**	**—**	**—**	**—**	**—**	**16**	**16**
Grand total	**24**	**24**	**—**	**—**	**—**	**—**	**24**	**24**

25.107 The Executive Office is responsible for overseeing and coordinating the planning, administration and management of the Department's human and budgetary resources to support the implementation of its programme of work.

Resource requirements (at current rates)

Posts

25.108 The estimated requirements of $3,038,700 provide for continuation of established posts.

Other staff costs

25.109 A provision of $506,200, reflecting negative growth of $42,300, is proposed for the following expenditures: (a) $286,900, including a reduction of $42,300, would provide for replacement of staff on maternity leave and extended sick leave, and for meeting the needs of all offices of the Department during peak workload periods and unforeseen urgencies; (b) $219,300 for overtime and night differential during periods of peak workload, as well as coverage of meetings of the Security Council and the General Assembly.

General operating expenses

25.110 The estimated requirements of $997,300, reflecting resource growth of $197,100, relate to the following expenditures:

(a) $163,000, including growth of $44,000, for rental and maintenance of electronic data-processing equipment;

(b) $484,700, involving growth of $207,900, for communications such as electronic mail, long-distance telephone and other communication requirements of the Department at Headquarters. The growth proposed under this heading is attributable to significant increases in communication costs during recent bienniums as a result of increased use of facsimile and electronic mail transmission between Headquarters and departmental units in the field;

(c) $334,400, reflecting negative growth of $30,100, for maintenance of photocopying machines, computer terminals, printers and other office automation equipment;

(d) $15,200, reflecting savings of $24,700, for miscellaneous services.

Supplies and materials

25.111 The estimate of $151,700, reflecting negative growth of $89,300, would cover the cost of office supplies including supplies, for computerized typesetting, required in the Department.

Equipment

25.112 A provision of $110,200, reflecting a reduction of $86,000, is proposed for the purchase of new office automation equipment, including desktop publishing equipment, laser printers, software and installation costs.